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## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

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No. 113

Job Vacancy

December 11, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must have and attach copies of required work and/or residency permits to be eligible for consideration.

<b>OPEN TO:</b>	Current Employees of the Mission, US Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs) and Members of Household (MOH) – All Agencies
<b>POSITION:</b>	Realty Assistant (A52515) FSN-7; FP-7*
<b>OPENING DATE:</b>	Monday, December 11, 2006
<b>CLOSING DATE:</b>	Tuesday, December 26, 2006
<b>WORK HOURS:</b>	Full time; 40 hours/week
<b>SALARY:</b>	* Not-Ordinarily Resident: FP-7 (Position Grade: FP-7 to be confirmed by Washington) Ordinarily Resident: LCP/FSN-7

The U.S. Embassy in Bogotá is seeking an individual for the position of Realty Assistant in the General Services Office (GSO), Housing Unit.

### **BASIC FUNCTION OF POSITION**

The Realty Assistant renegotiates, amends and drafts residential and functional leases (State and tenant agencies) under inventory valued at \$7,500,000.00 annually. These activities are based upon the incumbent's research in and knowledge of the local real property market. The incumbent drafts waivers for leases to be sent to the Office of Building Operations (OBO) when required. Assists in the preparation of the Real

Property Application (RPA/PASS) report required by OBO in Washington. The employee is the back-up of the Housing Supervisory position.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of high school education and secretarial certificate or two years of College in Business Administration is required.
- b. Prior Work Experience: Three years of experience in the local Real Estate market, retail marketing fields or contracting.
- c. Language Proficiency: Spanish level IV (Fluent) and English level III (Good working knowledge) are required.
- e. Knowledge: Good working knowledge of 15 FAM, Office of Building Operations (OBO) Real Property Regulations and procedures, U.S. Department of State (DOS) housing and leasing standards is required.
- f. Skills and abilities: Good computer skills, including Microsoft Word and Excel are required. Good interpersonal relations with GSO/Housing clients, local landlords, real estate agents and contractors are required.

## **SELECTION PROCESS**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.
- 3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 days calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612)  
<http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Vacante".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

**“US Citizen EFM’s and EFM’s may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá”.**

## SUBMIT APPLICATION TO

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants may submit the employment application to the Embassy receptionist or mail to the address above, but application must arrive in the Embassy reception by the deadline. For timely receipt other options include FedEx, DHL, etc.
- Eligible Family Members (EFM) not yet residing at post may submit applications

via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

## **DEFINITIONS**

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an

American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: TUESDAY, DECEMBER 26, 2006

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

REALTY ASSISTANT (52515)